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PR-2025-0808-290070



Republic of the Philippines
VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092924-0714**PR No.: **GF-2025-08-00970**Date: **08-08-2025**Dept./Office: **USHER**Category: **Office****Equipment and Appliances**Section/End-User: **Clara P. Mercado**
 Project Title/Code: **USHER PPMP (OFFICE SUPPLIES
 AND LICENSING) 2025**
Funding Source: **General Fund - MOOE**

| Item # | Item Description | Unit | Qty | Unit Cost | PAR/ICS | Total Cost |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|------|-----|-----------|---------|------------------|
| 1 | Ceiling fan | pc | 8 | 2,500.00 | | 20,000.00 |
| Specification: <ul style="list-style-type: none"> • Type: Orbit • Blade Material: Metal • Blade Size: 16 inches • Speed Controller: Three-speed | | | | | | |
| 2 | heavy duty foldable table | pcs | 3 | 3,000.00 | | 9,000.00 |
| Specification: <ul style="list-style-type: none"> • Size: 6 ft (180 x 70 x 74 cm) • Table Top Material: High-density polyethylene (HDPE) <ul style="list-style-type: none"> ◦ Features: <ul style="list-style-type: none"> ▪ Stain resistant ▪ UV protected ▪ Easy to clean • Frame Material: Coated steel <ul style="list-style-type: none"> ◦ Features: <ul style="list-style-type: none"> ▪ Rust resistant ▪ Powerful and durable • Design: <ul style="list-style-type: none"> ◦ Foldable: Folds in half for easy storage ◦ Weight: Lightweight for easy handling | | | | | | |
| TOTAL | | | | | | 29,000.00 |

Purpose: For hospital use

Checked by:

NORMAN O. VILLAS

TWG - Office Equipment and Appliances

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

| | | | |
|---------------|-------------------------|---------------------------|----------------------------|
| Signature: | Prepared by: <i>CP</i> | Noted by: <i>ELW</i> | Approved by: <i>PROSE</i> |
| Printed Name: | CLARA P. MERCADO | ELWIN JAY V. YU | PROSE IVY G. YEPES 8/10/23 |
| Designation: | Admin Aide VI <i>cr</i> | UNIT HEAD, PROJECT LEADER | PRESIDENT VSU <i>cr</i> |